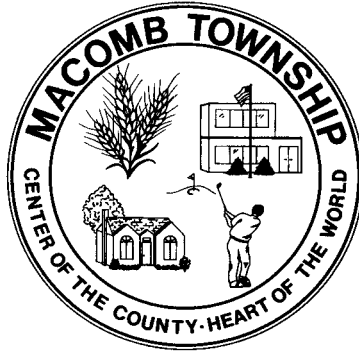


MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 x 4
www.macomb-mi.gov



APPLICATION PACKET FOR PRELIMINARY REVIEW

MACOMB TOWN CENTER COMMITTEE

SECTION 9

APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. No other forms, however similar, will be accepted.

The information contained herein represents requirements contained in Article XXV of the Macomb Township Zoning Ordinance #10.

Michael D. Koehs, CMC
Township Clerk

CHECKLIST OF DOCUMENTS REQUIRED FOR PRELIMINARY REVIEW

MACOMB TOWNSHIP TOWN CENTER COMMITTEE
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 4

Please place a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed packet to the Macomb Township Clerk's Office.

- ☐ One (1) completed Preliminary Review Application Form, found on page 3.
- ☐ Payment of the application fee of \$2,000.00 Please make your check payable to 'Macomb Twp. Treasurer'.
- ☐ Twenty (20) copies of a Preliminary Site Plan, drawn in accordance with Article XXV, at a scale of not less than 1" = 100'. All plans **must** be tri-folded, scaled and signed over the seal of a Professional Registered Engineer in the State of Michigan.
- ☐ One (1) copy of the site plan in digital format, if possible. The Clerk's Office requests submittal of the site plan by e-mail or by cd. See note #2 on page 3 of this packet for more information. Submittal of digital plans is optional and not a requirement in order to submit your application.
- ☐ Twenty (20) copies of a landscape plan describing the planting within the thoroughfares, public tracts, and development zones. The scales of overall plans shall not be less than 1" = 100' and plan details not less than 1" = 30'. All plans **must** be tri-folded, scaled and signed over the seal of a Professional Landscape Architect registered in the State of Michigan.
- ☐ Nineteen (19) copies of building standards (on 11" x 17") paper showing graphically in plan and section for each of the zone, the typical location of buildings, outbuildings, and parking.
- ☐ One (1) large-scale copy of building standards as described above, scaled at not less than one inch equals twenty feet (1'=20').
- ☐ Nineteen (19) architectural standards (on 11" x 17" paper), drawn in accordance with the Architectural Code referenced in Section 10.2510(B) of the Traditional Neighborhood Development Code.
- ☐ One (1) large-scale copy of architectural standards as described above, scaled at not less than one-eighth inch equals one foot (1/8"=1') for plans and elevations, and not less than one half inch equals one foot (1/2"=1') for details.
- ☐ Thoroughfare standards showing in plan, section and spatial details the proposed thoroughfares. The scale shall not be less than one inch equals twenty feet (1'=20').
- ☐ Three copies of Association Documents that incorporate the building standards (Section 10.2507) and Architectural Standards and Codes (refer to Town Center Master Site Plan for Macomb Town Center, December 20, 1999) and provide for the maintenance of common open space areas into the legal covenants for the proposal. The proposed method of transfer of public ("PS"), rural preserve ("RP") and civic space ("CS") shall accompany the submittal as well. These may be submitted electronically as well, see Note #2 on page 3.
- ☐ One (1) completed Affidavit of Ownership form, found on page 5.
- ☐ 2 copies of Proof of Ownership of the land, such as a Land Contract, Affidavit of Land Contract, Option Agreement, Deed, etc.
- ☐ One (1) completed Verification of Recorded Legal Property form, found on page 6. **(Applicant MUST have the Township Assessor verify the Legal Description).**

TRADITIONAL NEIGHBORHOOD DEVELOPMENT

PRELIMINARY REVIEW PROCESS

- Step 1:** Applicant submits completed application packet that includes all items on the checklist.
- Step 2:** The Township Clerk shall forward the plans to the Town Center Committee (TCC) for their review and recommendation.
- Step 3:** Once received, the Clerk's Office shall communicate the results of the departmental review to the applicant:
- If the departments recommend approval of the plans, the Clerk's Office shall notify the applicant that their preliminary application will be scheduled for consideration by the TCC, who will make a recommendation to the Township Board.
 - If the departments do not recommend approval of the plans, the Clerk's Office shall notify the applicant of any revisions needed to the plan. In order to meet the scheduling timeline as prescribed in Article XXV of the Zoning Ordinance, the Clerk's Office will notify the applicant when revised plans must be submitted to meet the scheduling deadline. If plans cannot be submitted in time to meet the scheduling deadline, the applicant must submit written authorization for the Township to exceed the scheduling timeline or the TCC will be forced to review an incomplete application, which will likely result in a negative recommendation to the Township Board.
- Step 4:** Should the applicant choose not to re-submit revised plans or submit a request in writing to delay the item, the TCC will send their recommendation of the original plan to the Township Board.
- Step 5:** The Clerk shall forward the recommendation of the TCC to the Township Board.
- Step 6:** The Township Board shall consider the preliminary application at its next regular meeting and shall, within ninety (90) days of receipt of the application, either reject the preliminary application and give its reasons in writing, or grant approval to the preliminary application.

ALL APPLICANTS TAKE SPECIAL NOTICE OF THE FOLLOWING:

1. **Review Timeline.** Section 10.2515(D)(6) requires the Township Board to consider the preliminary application within ninety (90) days from the date of submittal. To comply with this requirement, the township will place your application on an appropriate meeting agenda that complies with this timeframe. However, in many cases, plan revisions are needed after the TCC conducts its initial reviews. At this point in the process, the applicant will be requested to submit revised plans and/or a letter authorizing the township to table the application to allow enough time to review the revised plans. The township strongly recommends you submit such a request because without it, the TCC is likely to recommend denial of the plans to the Township Board. If the application is denied, it may be reconsidered only after submittal of an entirely new application, with fees and supporting documentation.
2. **Digital Submittal of Documents.** If possible, the Clerk's Office requests each application be accompanied by one (1) digital copy of the plan, in .tif, .dwg or .dxf format, to be used for projection at the Township Board Meeting. If preferred, the petitioner may submit the digital plan after the TCC has recommended approval of the plan to the Macomb Township Board of Trustees for consideration. In addition, legal documents, such as association documents and master deeds, may be submitted electronically, in Microsoft Word format, to expedite the review process. All files, whether site plans or text documents may be submitted by CD or e-mailed to hoods@macomb-mi.gov.
3. **Fee Policy.** A fee of \$2,000.00 will be required to initiate the review process at the Preliminary Review phase. As the professionals involved in the Preliminary Review submit their invoices, the funds to pay those invoices will come from the \$2,000.00 fee. If there is a surplus at the end of the Preliminary Review, these funds may be either refunded or applied to the fee for the next step in the development process. If there is a shortfall of funds during the Preliminary Review, an invoice will be sent to the applicant with an explanation of the costs and the process will not proceed to the next step until the invoice is paid in full. If a proprietor voluntarily revises their plans and requests additional meetings with the TCC, fees will accrue for any time charged by the professionals involved in the review of the Preliminary plan, in accordance with the fee policy above.
5. **Multiple or Partial Parcel Applications.** Should the proposed development include more than one, or a portion of a parcel, it may be accepted for review by the Clerk's Office. However, such applications may not proceed past Preliminary Review until all required parcel splits and/or combinations have been executed to the Township Assessor's satisfaction. No application for Final Review will be accepted until the Clerk's Office is notified of these approvals.
6. **Preliminary Approval.** Approval of the Preliminary Plan does not constitute final approval of the plan, but rather confers on the Proprietor the right to proceed with the preparation of the plan for final review and approval.
7. **Phasing Plan.** If a 'phasing plan' has not been submitted, it is assumed that this plan will be developed in one phase. Any and all revisions to the phasing plan must be reviewed by the TCC and approved by the Township Board.
8. **Submittal Deadlines.** All applications will be processed the day they are received, provided the application is submitted prior to 2:00 p.m. All applications received after 2:00 p.m. will be processed the next business day. This means that an application submitted at the end of the day on Friday will not be processed until the following Monday morning.
9. **Expiration Date.** The petitioner must file an application for final review within one year after receiving preliminary approval or the review process will be declared void. The Township Board may extend the time for one additional year upon request.
10. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted

PRELIMINARY REVIEW APPLICATION FORM

MACOMB TOWNSHIP TOWN CENTER COMMITTEE
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 4

Only Complete Applications Will Be Accepted (PLEASE PRINT OR TYPE)

Project Name_____

Permanent Parcel No. 08 - _ _ - _ _ - _ _

APPLICANT INFORMATION

Applicant's Name_____ Phone_____

Address_____ Fax _____

City_____ State_____ Zip Code_____

Applicant's Representative Name_____ Phone_____

(if different from applicant)

Address_____

City_____ State_____ Zip Code_____

PROPERTY INFORMATION

Location of Property_____

(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Property Frontage (in feet)_____ Property Depth (in feet)_____

Gross Acreage_____ Net Acreage_____ Proposed # of Lots _____

ENGINEER/LAND SURVEYOR

Name (Company)_____ Phone_____

Address_____ Fax _____

Contact Professional_____ Phone_____

Applicant's Signature_____ **Date** _____

DOCUMENTATION SUPPORTING THE REQUEST

Name of Project_____

Permanent Parcel Number. 08 - - - .

Applicant's Name_____ **Phone**_____

Address _____ **City** _____ **Zip Code** _____

Applicants' Representative Name:_____ **Phone**_____

Please provide a detailed description of the proposed project. For a revised site plan, please describe in detail the changes made from the original site plan.

[illegible]

PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION SUPPORTING THIS REQUEST

Applicant's Signature

AFFIDAVIT OF OWNERSHIP

PLEASE TAKE NOTICE that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.).** This requirement must be fulfilled in order to promptly process your application.

If the applicant is not the fee titleholder of the subject property, he/she is a purchaser according to _____, it is necessary to establish the fee title holder's intention and desire to have the subject property receive Township approval.
(Land contract, option, lease, etc.)

(I), (We), _____, the undersigned fee title owner(s) of property
(name)
hereinafter referenced, acknowledge (my) (our) intention and desire to have the property described within the attached application for _____ receive consideration by Macomb Township.
(type of application to be filed)

(I), (We) further authorize _____ as a(n) _____
(name of applicant) (recite applicant's interest in property)
of the property, to process an Application with the Township of Macomb on (my) (our) behalf.

(name) (owner) _____
(name) (owner)

(name) (owner) _____
(name) (owner)

THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER:

08 - _ _ - _ _ _ - _ _ _

STATE OF MICHIGAN
ss.
COUNTY OF MACOMB

On this _____ day of _____, 200__, before me personally appeared _____
(name of applicant)
_____ to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that _____ executed the same as _____
(he, she, they) (his, her, their)
free act and deed.

Notary Public
Macomb County, Michigan
My Commission Expires: _____
Acting in Macomb County, Michigan

VERIFICATION OF RECORDED LEGAL PROPERTY

PROJECT NAME _____

Application To Be Filed (check off)

- | | | |
|--|---|--|
| <input type="checkbox"/> Variance | <input type="checkbox"/> Tentative Preliminary Plat | <input type="checkbox"/> Sign(s) |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Final Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Special Land Use Permit | <input type="checkbox"/> Revised Site Plan |
| <input type="checkbox"/> Preliminary Review (Site Condo) | <input type="checkbox"/> Final Plan Review (Site Condo) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> MTC Pre-application Conference | <input type="checkbox"/> MTC Preliminary Review | <input type="checkbox"/> MTC Final Review |

PERMANENT PARCEL NO. 08 - _ _ - _ _ - _ _ .

PUBLIC ROAD(S) FRONTAGE _____

ADDRESS OF PARCEL (if available) _____

NAME OF OWNER _____

ADDRESS OF OWNER _____

**LEGAL DESCRIPTION
(INSERT HERE)**

Do Not Write Below This Line – Assessor's Use Only

Is the property proposed for use properly recorded with Macomb Township? ☐ YES ☐ NO

COMMENTS:

Phyllis Sharbo, Township Assessor